

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **School Infrastructure Database (SID)**

**Addendum to the  
End-of-Year (EOY) Submission**

**For Bulk Upload Only**

**March 24, 2006**

Questions?  
Contact: (517) 335-0505  
e-mail: [Help-Desk@Michigan.gov](mailto:Help-Desk@Michigan.gov)



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## Information Regarding the End of Year (EOY) 2006 SID Submission of Bulk Upload Files

Please note the following:

- Changes that have been made to the SID Data Field Descriptions since the previous submission are noted in Arial font with a dashed underline.

### Bulk Upload EOY 2006 SID Data Field Descriptions

The EOY 2006 SID Data Field Descriptions documentation has two versions for one year only. In order to communicate the specifications for a bulk upload file for the SID submission, it was necessary to publish a separate manual for the bulk upload. This manual includes programming edits and new codes necessary to prepare and submit a SID bulk upload file to CEPI. Beginning with the EOY 2007 SID Submission, the bulk upload specifications will be included in one EOY 2007 SID Data Field Descriptions document.

### Upload Process Available for EOY 2006 SID Submission

**An upload process has been developed for the SID EOY 2006 Submission.** This version of the EOY 2006 SID Data Field Descriptions is for use by districts that will prepare a bulk upload file for the SID Submission for EOY 2006. SID data may be submitted to CEPI using a comma-delimited file format. This is commonly referred to as a comma separated value (CSV) file. Fields must be submitted as outlined in this version of the EOY 2006 SID Data Field Descriptions. The content and data elements required in the fields remain the same. This version of the EOY 2006 SID Data Field Descriptions includes specifications for preparing a bulk upload file. Additional programming edits have also been added.

An EOY 2006 SID Record Layout has been prepared for use by the districts. The Record Layout provides technical information regarding each field. Be sure to read the Record Layout carefully before submission of your bulk upload file. A copy of the Record Layout can be obtained at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on MEIS Data Services and then click on the School Infrastructure Database. The Record Layout is located under the heading SID Data Manual.

### Managing your Michigan Education Information System (MEIS) Account

**E-mail address and phone number.** It is important for the MEIS user information to be current. E-mail messages are sent to all authorized users of an application. Therefore, it is imperative to keep the e-mail address current in your MEIS account. Because it is sometimes necessary for the state to contact an authorized user by telephone, your phone number must be kept current as well. If an update is necessary for either an e-mail address or a phone number, do the following:

1. Update an MEIS account at <http://www.michigan.gov/meis>.
  - a. Click on the MEIS logo.
  - b. Log in as an MEIS User.
  - c. Click on "Edit Personal Information."
  - d. Click on "Save Changes" to update your account.

- e. Click on "Return to the MEIS User Management Main Menu."
- f. Log out of MEIS.
2. Notify the Department of Information Technology (DIT) Client Service Center of the changes via e-mail ([Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)). Include the following information in the e-mail message: name, MEIS account(s), district name and district number, changes (e.g., e-mail address, phone number), and each CEPI application for which the user has authorization.

**Name Change.** A name change affects your security access to an application. Users are only allowed to log in as the individual named on the security agreement. If an individual user has a name change, the individual must do the following:

1. Create a new MEIS account at [www.michigan.gov/meis](http://www.michigan.gov/meis).
2. Complete and submit the appropriate security agreement(s) for the CEPI application(s) for which he/she has authorization. The security agreement for SID is located on the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "MEIS Data Services" and then on "School Infrastructure Database." The security agreement may be found under the heading "Submit SID Data to CEPI."
3. Notify the DIT Client Service Center ([Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)) to close the former MEIS account (issued with the prior name).

### **State of Michigan Office Contact**

Each field listing in the SID Data Field Descriptions contains a state of Michigan office contact. This is the office to which content questions pertaining to a particular field should be directed. As always, for technical assistance with your data submission, please contact the DIT Client Service Center at 517-335-0505 or [help-desk@mi.gov](mailto:help-desk@mi.gov). Please provide your name, district code, district name, CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

## Index of Page Edits

### EOY 2006 SID Data Field Descriptions

For your convenience, a list of the page numbers in the EOY 2006 Data Field Descriptions that contain edits, marked by ~~strike through~~ (no longer in effect) or underlined Arial font (new requirement or clarification), appear below:

Field Number	Field Name	Page No.	Edits/Changes
A	Date of Count	10	Field required for bulk upload file only
B	School/Facility Number	11	Field required for bulk upload file only
C	Shared Physical Space – Administrative Unit	13	Field required for bulk upload file only
1	School Safety Practice	14	-Items 1 through 19 and 22 are optional beginning with EOY 2006. -Item 11 changed to: Integrated home-land security in school practices into school safety plan -Item 16 changed to: Provide staff training in risk assessment -New Item: Item 22: Schoolwide training in positive behavioral support and intervention -New programming edit
2	School Safety Plan	16	-Item 2 changed to: Riots (large scale fights removed) -Item 4 changed to: e.g., Disaster planning (tornadoes, floods, chemical spill, etc.) -New Item 6: Lock down -Programming edit update
3	School Prevention Program	17	-New item: Item 27: Balanced and restorative justice conferencing (aka transformative conferencing) -Programming edit update
4A	School Disciplinary Problems – Student Bullying	19	Report the number of incidents of student bullying -Programming edit update
4B	School Disciplinary Problems – Truancy	21	Report the number of incidents of truancy -Programming edit update
4C	School Disciplinary Problems – Disciplinary Referrals	22	Report the number of incidents of disciplinary referrals -Programming edit update
5	Physical Violence/Assaults	23	Change in definition to include incidents reported to 911 or law enforcement or incidents that resulted in detention, suspension or expulsion on school property or at a school-sponsored activity. -Programming edit update
6	Gang-Related Activity	24	Definition clarification; -Programming edit update
7	Illegal Possession	25	Added correct Michigan Compiled Laws (MCL) reference. Added words "or at a school-sponsored activity." -Programming edit update

8	Trespassers or Intruders	26	Indicate incidents when 911 or law enforcement were called. Indicate incidents that occurred on school property or at a school-sponsored activity. -Programming edit update
9	Vandalism	27	Definition clarification. Programming edit added.
10	Cost of Property Damage	28	Report the estimate of funds needed for repairs based on incidents reported in Field 9: Vandalism. -Programming edit update
11	<del>Verbal Assaults</del> Reserved field	29	Field has been eliminated and is now a reserved field. Do not report. -Programming edit update
12	Criminal Sexual Conduct	30	New field name and definitions have been added for this field. -Programming edit update
13	Hostage	32	Indicate the number of incidents that occurred on school property or at a school-sponsored activity. -Programming edit update
14	<del>Suspected Armed Subject</del> Reserved field	33	Field has been eliminated and is now a reserved field. Do not report. -Programming edit update
15	Weapons on School Property	34	New definition of dangerous weapon. Indicate the number of incidents that occurred on school property or at a school-sponsored activity. -Programming edit update
16	Homicide	36	Indicate the number of homicides that occurred over the past school year on school property or at a school-sponsored activity. -Programming edit update
17	Drive-By Shootings	37	Indicate the number of incidents that occurred on school property or at a school-sponsored activity. -Programming edit update
18	Bomb Threat	38	Internet has been added to the list. -Programming edit update
19	Explosion	39	Indicate the number of incidents that occurred on school property or at a school-sponsored activity. -Programming edit update
20	Arson	40	Indicate the number of incidents that occurred on school property or at a school-sponsored activity. -Programming edit update
21	Robbery or Extortion	41	Indicate the number of incidents that occurred on school property or at a school-sponsored activity. -Programming edit update
22	Unauthorized Removal of Student	42	Indicate the number of incidents that occurred on school property or at a school-sponsored activity. -Programming edit update
23	Threat/Attempt of Suicide	43	Indicate the number of incidents that occurred on school property or at a school-sponsored activity. Removed the words: "including phone, fax, e-mail or reported conversation." -Programming edit update



24	Suicide	44	Indicate the number of incidents that occurred on school property or at a school-sponsored activity. -Programming edit update
25	Larceny (Theft)	45	Indicate the number of incidents that occurred on school property or at a school-sponsored activity. Removed the words: "or damage motivated by hate or that is gang related." -Programming edit update
26	Illegal Drug Use or Overdose	46	Indicate the number of incidents that occurred on school property or at a school-sponsored activity. -Programming edit update
27	Minor in Possession of Alcoholic Liquor	47	Field 27 from EOY 2005 has now been split into two fields. Field 27 now collects the number of incidents of possession of alcoholic liquor by minors. -Programming edit update
28	Minor in Possession of Tobacco Products	48	New field. This item was formerly part of field 27. Field 28 now collects the number of incidents of possession of tobacco products by minors. -Programming edit update
<del>28</del> 29	Bus Incident or Accident	49	New field number. Rewording of definition. Districts are to report all bus incidents or accidents under the central office (00000). -Programming edit update
<del>29</del> 30	Title I Program	50	New field number. Reported in the fall only.
<del>30</del> 31	Title I Instruction in Schoolwide Program	51	New field number. Reported in the fall only.
<del>31</del> 32	Migrant Program	53	New field number. Programming edit added.
32-33	Migrant Project Types	54	New field number. Definition clarification. Programming edit added.
<del>33</del> 34	Tuition and Fees	55	New field number.
34 35	11 <sup>th</sup> Grade Eligible	56	New field number. Definition clarification.
<del>35</del> 36	11 <sup>th</sup> Grade Participants	57	New field number.
<del>36</del> 37	12 <sup>th</sup> Grade Eligible	58	New field number. Definition clarification. -Programming edit update
<del>37</del> 38	12 <sup>th</sup> Grade Participants	59	New field number.
<del>38</del> 39	Postsecondary Courses Paid	60	New field number. -Programming edit update
<del>39</del> 40	Postsecondary Courses-Postsecondary Credit	61	New field number. -Programming edit update
<del>40</del> 41	Postsecondary Courses-High School Credit	62	New field number. -Programming edit update
<del>41</del> 42	Courses Not Completed	63	New field number. -Programming edit update
<del>42</del> 43	Alternative Services for Suspended and Expelled Students	64	New field number. -Programming edit update
<del>43</del> 44	Students Who Are Victims of Violent Criminal Offenses	65	New field number. Definition clarification. -Programming edit update
	Glossary	67	New item. Provides definitions for terminology used in the field descriptions.

## Field A: Date of Count

This field must be reported in a Bulk Upload file only.

**Submission date:** June 30

**Field use:**

**State of Michigan office contact:** DIT Client Service Center, 517-335-0505,  
[Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)

**Field specification:** 10 characters, date with slashes

**Record type:** Character

**Database field name:** MonthOfCount

**SIF tag:** <>

**Code/format:** Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be the number of a day between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

**Dependencies with other fields:**

**Programming edits:** This field is required when submitting a bulk upload file for the district's SID Submission. If this field is left blank or does not contain the current official submission date, a fatal error is reported.

**Definition:** The official End of Year SID submission date for the 2005-2006 school year is June 30, 2006. (06/30/2006)

## **Field B: School/Facility Number**

**This field must be included in a Bulk Upload file only.**

<b>Submission Cycle:</b>	June 30
<b>Field use:</b>	School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388.1625, 388.1701, 388.1705, 388.1705c, 388.1706, 388.1709, 388.1763a; NCLB, 20 USC 6311
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505 or <a href="mailto:help-desk@mi.gov">help-desk@mi.gov</a>
<b>Field specification:</b>	Five characters, right-justified, zero fill, leading zero
<b>Record type:</b>	Character
<b>Code/format:</b>	Official School Code Master (NNNNN)

### **Dependencies with other fields:**

**Programming edits:** This field is required when submitting a bulk upload file for the district's SID Submission. When the school code is blank or not in the official School Code Master, a fatal error is reported. The school/facility number reported must be assigned to the reporting district in the School Code Master.

**Definition:** These codes are the state-assigned numbers in the School Code Master. This field also provides the relational link to all the core data sets in the warehouse.

The School Code Master (SCM) numbers have always been five digits. Prior to the MEIS, the leading zero was not used. You must add a leading zero in front of the SCM numbers for all schools/facilities that have four-digit numbers (e.g., 01234).

Any district-operated school or ancillary facility may receive a five-digit number. For requesting a School Code Master number, the following guidelines have been created. These guidelines will help differentiate a school from a program. Send questions or comments regarding this field to Help-Desk@michigan.gov.

*Schools:* For the purposes of the School Code Master, a school is a logical unit (not necessarily a physical building) that generally can be defined by eight characteristics:

- Administrators. A school has one or more administrators or directors, usually called a principal(s) who reports to a district-level superintendent or assistant superintendent.
- Teachers. A school has one or more persons certified to provide K–12 instructions.
- Students. A school has one or more students in grades K–12.
- Curriculum. Instruction is based on a systematic framework or approach according to grade level and content. A school includes a curriculum for one or more grades, usually from kindergarten through twelfth grade. In some cases, schools include specialized curricula for targeted populations of students.

- Hours of instruction. A school satisfies the minimum number of days and clock hours of instruction as required by law.
- Compliance with Michigan Compiled Laws. The administrator of a school is responsible for ensuring the school's compliance with Michigan Compiled Laws. A school complies with or satisfies the regulations and policies, educational and otherwise, of the state of Michigan. It is the school that takes responsibility for implementing federal and state laws as well as local school board policy.
- Membership. A school submits the appropriate data to the central office administration for calculation and submission of pupil membership for State School Aid.
- Assessment. A school administers the Michigan Educational Assessment Program (MEAP) or an alternate assessment at benchmarked grades.

*Programs:* Programs are different from schools. The following are generally true about a program:

- The primary purpose is education.
- The administrator, supervisor, coordinator, or director reports to a principal or another administrator, usually not to the district superintendent.
- Teachers may have special endorsements beyond those normally required for K–12 education.
- Students are referred by another public agency/school and are expected to enter or return to general education.
- Students are a targeted or special population, expected to remain for a limited duration, and attend on a part-time basis.
- The curriculum may be modified to cover only a selected portion of the standard K–12 curriculum based on the targeted population.
- The location does not administer the MEAP at benchmarked grades.
- The location does not offer a general education diploma (if 9–12).
- The location does not receive school accreditation.

When programs are located in a school, they use the same code as the school. At times, programs may be located in ancillary facilities. For example, preschool programs may be in a previously closed elementary school, an automotive program in a bus compound, or an alternative education program in the wing of a district detention center.

*Ancillary Facilities:* There are many ancillary facilities that serve a variety of purposes in districts. Ancillary facilities may house instructional programs (e.g., daycare programs in hospitals, alternative education programs in a community center) or they may be non-instructional facilities (e.g., field houses, bus garages, etc.). An ancillary facility may receive a code.

Facilities called schools are the physical settings where instruction occurs. The physical and administrative boundaries of a school need not be identical. For example, multiple schools may be located in one facility, such as when both elementary and secondary grade levels are located in the same facility. In this example, if administered separately, elementary and secondary levels would be considered separate schools (e.g., K–8, 9–12), each having its own unique School Code Master (SCM) number. When both elementary and secondary levels are administered as a single unit (e.g., K–12), collectively they represent one school and have one SCM number. It is possible that a physical facility itself may not be one building but a cluster of structures connected together with plumbing, sanitary, heating, ventilation, mechanical, electrical, communication and technology systems, or built-in equipment.

## **Field C: Shared Physical Space - Administrative Unit**

**This field must be reported in a Bulk Upload file.**

**Submission Cycle:** June 30

**Field use:**

**State of Michigan office contact:** DIT Client Service Center, 517-335-0505 or [help-desk@mi.gov](mailto:help-desk@mi.gov)

**Field specification:** One character

**Record type:** Integer

**Code/format:** This is a 1-position field (N)

**Dependencies with other fields:**

**Programming Edits:** This field is required when submitting a bulk upload file for the district's SID Submission. If a "1" (central administrative office shares physical space with another school/facility) is reported in this field, the district cannot report data in fields 1 through 44, or a fatal error will be reported. This field must have a value or a fatal error will be reported.

**Definition:** When a central administrative office shares physical space with another school/facility, the district may report the central administrative office as sharing physical space and report one set of data for the combined shared space. Indicate with a "1" if the central administrative office shares physical space. Indicate with a "0" if the central administrative office does not share physical space. Report "0" for all other schools/facilities.

### **Code**

0	Central administrative office does not share physical space
0	All other school/facilities
1	Central administrative office shares physical space

## Field 1: School Safety Practices

**Submission date:** June 30

**Field use:** Revised School Code, MCL 380.1308; 380.1310a  
NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151

**State of Michigan office contact:** Kyle Guerrant; 517-335-0565  
Bob Higgins; 517-373-1024  
Leisa Gallagher; 517-241-2293

**Field specification:** 22 characters

**Record type:** Character

**Database field name:** SIDSftyPrac

**Code/format:** This is a 22-position field (NNNNNNNNNNNNNNNNNNNNNNNNNNNN).  
1 ~~Y~~ Yes  
0 ~~N~~ No  
2 Not Applicable – Items 1 through 19 and 22 only

### Dependencies with other fields:

**Programming edits:** Items 20 and 21 must have a "1" (Yes) or "0" (No) response or a fatal error will be reported. Items 1 through 19 and 22 are optional beginning with the EOY 2006 SID Submission. Items 1 through 19 and 22 must have a value of "1" (Yes), "0" (No), or "2" (Not Applicable). Each of the 22 items listed in this field must have a "Yes" or "No" response or the field submission will not be complete. These items will be used to provide school safety practice analysis and feedback in conjunction with state offered health and safety surveys.

**Definition:** Indicate with a "1" (Yes), "0" (No), or "2" (Not Applicable) whether the safety practice has been implemented in your school over the past school year. Items 20 and 21 are requirements of the Federal Gun-Free Schools Act Report. For Items 20 and 21, indicate with a "1" (Yes) or "0" (No) whether your school is in compliance with the law. Items 1 through 19 and 22 are no longer required; however, districts are encouraged to report the data. These items must have a value of "1" (Yes), "0" (No), or "2" (Not Applicable).

Code  
1 ~~Y~~ Yes  
0 ~~N~~ No  
2 Not applicable

- 1 Warning codes used to alert faculty of a critical incident

- 2 Tactical evacuation route for students or entry routes for emergency support teams
- 3 Off-site staging area for assembly and communication at the onset of critical incident
- 4 Emergency communication tree or plan
- 5 Facility blueprints and site plan on file with emergency support team
- 6 Control access to site during school hours (doors locked or monitored)
- 7 Control access to grounds during school hours (gates locked or monitored)
- 8 Students required to pass through metal detectors each day
- 9 Visitors required to pass through metal detectors
- 10 Campus closed for most students during lunch
- 11 Integrated "homeland security in school" practices into school safety plans  
~~Random dog sniffs to check for drugs~~
- 12 Random sweeps for weapons
- 13 Require clear book bags or ban book bags
- 14 Require students to wear badges or picture IDs
- 15 Require staff to wear badges or picture IDs
- 16 Provide staff training in risk assessment ~~Require faculty to conduct student profiling~~
- 17 Security cameras used to monitor the school
- 18 Telephones provided in most classrooms
- 19 Emergency button provided in lavatories
- 20 In compliance with the state law that requires that a student who brings a firearm to school be expelled for one year
- 21 In compliance with the Elementary and Secondary Education Act (ESEA), Section 14602 that requires referral to the criminal justice or juvenile delinquency system of any student who brings a firearm to school
- 22 Schoolwide training in positive behavioral support and interventions

## Field 2: School Safety Plan

**Submission date:** June 30

**Field use:** Revised School Code, MCL 380.1308; 380.1310a  
NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151

**State of Michigan office contact:** Kyle Guerrant; 517-335-0565  
Bob Higgins; 517-373-1024  
Leisa Gallagher; 517-241-2293

**Field specification:** Six ~~five~~ characters

**Record type:** Character

**Database field name:** SIDSftyPlan

**SIF tag:** ◇

**Code/format:** This is a six ~~five~~ position field. (NNNNNN)

### Dependencies with other fields:

**Programming edits:** Each of the six ~~five~~ items listed in this field must have a "1" (Yes) or "0" (No) response or the field submission will not be complete.

**Definition:** Indicate with a "1" (Yes) or "0" (No) whether your school has a written plan that describes procedures to be observed in each of the critical incidents listed.

Code  
1 Y Yes  
0 N No

- 1 Shootings
- 2 Riots ~~or large scale fights~~
- 3 Bomb scares or comparable threats (excluding fire)
- 4 ~~Natural~~ Disaster planning (tornadoes, floods, chemical spill, etc.)
- 5 Hostages
- 6 Lock down



## Field 3: School Prevention Program

**Submission date:** June 30

**Field use:** Revised School Code, MCL 380.1308; 380.1310a  
NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151

**State of Michigan office contact:** Kyle Guerrant; 517-335-0565  
Bob Higgins; 517-373-1024  
Leisa Gallagher; 517-241-2293

**Field specification:** 27 characters

**Record type:** Character

**Database field name:** SIDPrevProg

**SIF tag:** ◇

**Code/format:** This is a 27-position field  
(NNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN).

### Dependencies with other fields:

**Programming edits:** Each of the 27 items listed in this field must have a "1" (Yes) or "0" (No) response or the field submission will not be complete.

**Definition:** Indicate with a "1" (Yes) or "0" (No) whether your school conducted any formal programs intended to prevent or reduce violence or drug use over the past school year.

Code  
1 Yes  
0 No

- 1 Implemented a violence prevention curriculum
- 2 Practiced behavior modification/intervention with students
- 3 Provided group counseling (social work) or therapeutic activity for students
- 4 Provided peer mentoring or coaching program
- 5 Provided peer mediation (student court) in resolving conduct problems
- 6 Provided conflict resolution training to staff and students
- 7 Provided programs that promote a sense of social integration among students
- 8 Established a hotline for students to report problems
- 9 Provided training and assistance in classroom management to teachers
- 10 Revised or reviewed schoolwide discipline policy
- 11 Made architectural or environmental modifications to reduce crime or violence

- 12 Used a paid law enforcement or security service
- 13 Implemented a drug prevention service
- 14 Conducted community service projects on prevention
- 15 Implemented teacher/staff training on violence/drug prevention
- 16 Conducted public/parent awareness activities on violence/drug prevention
- 17 Offered after-school or before-school programs
- 18 Provided alternative education programs
- 19 Underwent curriculum acquisition or development
- 20 Provided services for out-of-school youth (school-age)
- 21 Administered special one-time events (not included in the above mentioned programs)
- 22 Involved community agencies or organizations in administering drug- and violence-prevention services via joint service delivery (including referrals)
- 23 Involved community agencies or organizations in administering drug- and violence-prevention services via teacher/staff training
- 24 Involved community agencies or organizations in administering drug- and violence-prevention services via public awareness activities
- 25 Involved community agencies or organizations in administering drug- and violence-prevention services via fundraising
- 26 Allowed students to participate in the design, delivery or critiquing of a drug- or violence-prevention program
- 27 Balanced and restorative justice conferencing (aka transformative conferencing)

A transformative conference brings together the people most affected by the wrongdoing: the victim, the offender, and their respective families and/or supporters. The conferencing process gives everyone present an opportunity to discuss what harm has been done, to express how the crime has affected them, and to participate in generating a plan for making things better and/or repairing the harm. The process is run by a trained facilitator, and typically takes from one to three hours. Other

## Field 4A: School Disciplinary Problems - Bullying

**Submission date:** June 30

**Field use:** Revised School Code, MCL 380.1308 – 380.1311a;  
NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151

**State of Michigan office contact:** Kyle Guarrant; 517-335-0565  
Bob Higgins; 517-373-1024  
Leisa Gallagher; 517-241-2293

**Field specification:** Four 12-characters

**Record type:** Integer

**Database field name:** SIDDiscProb

**SIF tag:** ◇

**Code/format:** This is a 4 12-position field (NNNN)NNNNNNNN).

### Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported. A value must be submitted for each category. A frequency value must be indicated for each of the 12 positions or this field will not have a complete submission.

Definition: Districts are to report the number of incidents of student bullying that have occurred during the past school year on school property or at a school-sponsored activity.

Position

1 – 4 Student bullying \_\_\_\_\_ (NNNN)

Bullying – A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.

Bullying is chronic, occurs over time and involves an imbalance of power or strength between the bully(ies) and the victim. The victim, in a particular situation, has difficulty defending himself/herself. Aggressive behaviors include physical, verbal, and/or non-

verbal. As a disclosure of bullying occurs, consider individual differences between age, grade level, gender, race, ethnicity, class, social status, religion, and past history. Earlier experiences may reveal that the offending student has been a previous victim and perceives aggressive behavior as a successful strategy. Bullying is learned and aimed at gaining material things and/or power. Bullying examples are listed below:

Indirect Bullying

- Getting another person to assault someone
- Spreading gossip and harmful rumors
- Encouraging others to reject or exclude someone from a group, activity, or a relationship
- Cyber-bullying

Direct Bullying

- Hitting, kicking, shoving, spitting
- Taunting, humiliation, name calling, intimidation, degrading comments, hurtful written communication
- Threatening, obscene gestures

Position

- 1—Student social tensions
- 2—Student bullying
- 3—Student verbal abuse of teachers
- 4—Student misbehavior on bus
- 5—Student insubordination
- 6—Student extortion
- 7—Widespread disorder in classrooms
- 8—Student acts of disrespect for teachers
- 9—Undesirable gang activities
- 10—Undesirable cult or extremist group activities
- 11—Physical attacks or fighting
- 12—Truancy

**Definition:** ~~Using the scale, indicate the relative frequency with which these types of problems have occurred at your school over the prior school year.~~

~~Using the scale, indicate the relative frequency with which these types of problems have occurred at your school over the prior school year.~~

## Field 4B: School Disciplinary Problems - Truancy

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308 - 380.1311a; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	<u>Four</u> <del>12</del> -characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDDiscProb
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a <del>4</del> <u>12</u> -position field (NNNN)NNNNNNNN).

### Dependencies with other fields:

**Programming edits:** A value must be submitted for this field, or a fatal error will be reported.  
~~A frequency value must be indicated for each of the 12 positions or this field will not have a complete submission.~~

**Definition:** Districts are to report the number of incidents of truancy that have occurred during the past school year on school property or at a school-sponsored activity.

Position

1 – 4 Truancy \_\_\_\_\_ (NNNN)

**Truancy** – If a student is absent without an excuse by the parent/guardian, or if the student leaves school or a class without permission of the teacher or administrator in charge, it will be considered to be an unexcused absence, and the student shall be considered truant (absent without permission).

## Field 4C: School Disciplinary Problems – Disciplinary Referrals

**Submission date:** June 30

**Field use:** Revised School Code, MCL 380.1308 - 380.1311a;  
NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151

**State of Michigan office contact:** Kyle Guerrant; 517-335-0565  
Bob Higgins; 517-373-1024  
Leisa Gallagher; 517-241-2293

**Field specification:** Four ~~12~~-characters

**Record type:** Integer

**Database field name:** SIDDiscProb

**SIF tag:** ◇

**Code/format:** This is a 4 ~~12~~-position field (NNNN)NNNNNNNN).

### Dependencies with other fields:

**Programming edits:** A value must be submitted for this field, or a fatal error will be reported. ~~each category. A frequency value must be indicated for each of the 12 positions or this field will not have a complete submission.~~

**Definition:** Districts are to report the number of incidents of disciplinary referrals that have occurred during the past school year on school property or at a school-sponsored activity.

Position  
1 – 4 Disciplinary referrals \_\_\_\_\_ (NNNN)

**Disciplinary Referrals –** Staff referrals that are made to the administrative office that result in an administrative sanction. Administrative sanctions include but are not limited to:

- In-school suspension
- Detention
- Suspension
- Expulsion
- Community service

## Field 5: Physical ~~Violence~~/Assaults

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310 - 380.1311a NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four-characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCrMPhyVio
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a four-position field (NNNN).

### Dependencies with other fields:

**Programming edits:** A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of incidents of physical assaults between a student and another person(s) that were reported to law enforcement or that resulted in suspension or expulsion. These incidents must have occurred over the past school year on school property or at a school-sponsored activity.

A **physical assault** means intentionally causing or attempting to cause physical harm to another through force or violence as defined in Section 380.1310(3)(b) and 380.1311a (12)(b) of the Michigan Compiled Law (MCL).

**Note:** If the student was in possession of a weapon, the incident should be reported in **Field 15: Weapons on School Property**.

## Field 6: Gang-Related Activity

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 Penal Code MCL 750.411t; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCrMgngAct
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a four-position field (NNNN).

### Dependencies with other fields:

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of incidents when 911 or law enforcement ~~the police~~ were called as a result of gang-related activity that occurred on school property or at a school-sponsored activity over the past school year.



## Field 7: Illegal Possession

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCrInPoss
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a four-position field (NNNN).

### Dependencies with other fields:

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of incidents that occurred during the past school year that involved the illegal use, possession or sale of a controlled substance (MCL 333.7104 [2, 3]) (~~MCL 333.7106[3]~~), prescription drug or narcotic (MCL 333.7107[1]) on school property or at a school-sponsored activity.

## Field 8: Trespassers or Intruders

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCrnTres
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a four-position field (NNNN).

### Dependencies with other fields:

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of incidents when 911 or law enforcement ~~the police~~ were called over the past school year as a result of an intruder or trespasser on school property or at a school-sponsored activity. An intruder or trespasser is defined as one who enters or remains on a public school campus or facility without authorization and with no lawful purpose.

## Field 9: Vandalism

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCrMVand
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a four-position field (NNNN).
<b>Dependencies with other fields:</b>	Field 10: Cost of Property Damage

**Programming edits:** If a value greater than zero "0" is reported in this field, a value greater than zero "0" must be reported in Field 10: Cost of Property Damage, or a fatal error will be reported.

**Definition:** Indicate the number of incidents of vandalism or destruction of school property over the past school year. Other property crimes to be reported include, but are not limited to, theft, arson, and graffiti.

An incident requiring mandatory reporting involves one of the following: damage in excess of \$100, numerous events of minor damage (less than \$100), or damage ~~motivated by hate or that is~~ gang related.

## Field 10: Cost of Property Damage

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Six characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCostDamage
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a six-position field (NNNNNN).
<b>Dependencies with other fields:</b>	Field 9: Vandalism

**Programming edits:** If a value greater than zero "0" is reported in this field, a value greater than zero "0" must be reported in Field 9: Vandalism.

**Definition:** Indicate an estimate of the funds needed to repair the vandalism or destruction of school property over the past school year as reported in Field 9: Vandalism.

## Field 11: Reserved ~~Verbal Assaults~~

**Submission date:** ~~End of Year~~

**Field use:** ~~Revised School Code, MCL 380.1308; 380.1310a; 380.1311;  
380.1311a; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151~~

**State of Michigan office contact:** ~~Kyle Guerrant; 517-335-0565~~

**Field specification:** ~~Four characters~~

**Record position/type:** ~~None~~

**Database field name:** ~~SIDVerbAslt~~

**SIF tag:** ~~◁~~

**Code/format:** ~~This is a four position field (NNNN).~~

**Dependencies with other fields:**

**Programming edits:** ~~None—This field must be left blank, or a fatal error will be reported.~~

**Definition:** ~~Indicate the number of occurrences of verbal assaults by a student in grade six or above against an employee, volunteer or contractor of the school board over the past year. A verbal assault is defined as name calling, racial or ethnic slurs, or derogatory statements addressed to others designed to precipitate disruption, incite violence or impede the school program, as defined by school board policy or Section 380.1311a(2) of the MCL.~~

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## Field 12: Criminal Sexual Conduct Assault

**Submission date:** June 30

**Field use:** Revised School Code, MCL 380.1308; 380.1310a;  
380.1311  
NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151  
MCL 750.520(b)-(e) or (g)

**State of Michigan office contact:** Kyle Guerrant; 517-335-0565  
Bob Higgins; 517-373-1024  
Leisa Gallagher; 517-241-2293

**Field specification:** Four characters

**Record type:** Integer

**Database field name:** SIDCrnSexCond

**SIF tag:** ◇

**Code/format:** This is a four-position field (NNNN).

**Dependencies with other fields:**

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of criminal sexual conduct incidents [(MCL750.520(b)-(e) or (g)] over the past school year that occurred on school property or at a school-sponsored activity. Use the following guidelines when reporting criminal sexual conduct:

To report criminal sexual conduct (CSC), consider the interaction between the victim and the assailant's age, gender, contact and the use of force. School staff members to whom a CSC disclosure is reported may view the disclosure through a perception of who a "typical assailant" might be. Rather than assume that the assailant is male, older, and/or stronger than the victim, the reverse may be true. The threat of force may reduce the natural advantage that age, gender, and/or strength might provide to the victim. In addition, the capacity to understand and/or respond should also be considered in terms

of cognitive impairment, mental incapacity, and physical helplessness at the time of the incident. As mandated reporters, the school staff members are required to report any incidences or suspected incidences of CSC. An incidence of CSC includes at least, but is not limited to, the following scenarios.

Examples of CSC which meet the definition of this offense:

- An assailant can be under the age of 13 and may perpetrate an act of CSC on an older victim, even an adult.
- An assailant can be a 15-year-old female and may perpetrate an act of CSC on a male 16 or older.
- When two 16-year-olds are involved in sexual activity, and one of them is under the influence of alcohol and/or other drugs, the non-using student is perpetrating an act of CSC. When both students are using alcohol and other drugs, CSC may still have occurred.
- When two 16-year-olds are involved in sexual activity, and one of them is cognitively impaired, the student with competent cognitive ability is perpetrating an act of CSC.

Sexual penetration involving a person under the age of 16 is criminal sexual conduct. If further explanation is necessary, please refer to the statute noted in this section.

Sexual touching of a person's intimate parts involving a person under the age of 13 is criminal sexual conduct. Sexual touching of a person's intimate parts involving a person 13, 14, or 15 is criminal sexual conduct if the actor is five or more years older. A person's intimate parts include the breast, the buttocks, groin, or genital areas and the clothing covering any of these areas.

Note: With regard to sexual touching between two or more students of at least the age of 13 and under the age of 16, please refer to the local district's Department of Human Services and the local district's policy on cooperating with local law enforcement and the local district's Department of Human Services (formerly Family Independence Agency).

~~Non-consensual sexual penetration or the unconsented touching of a person's intimate parts. A person's intimate parts include the breast, buttock or genital areas.~~

~~Sexual penetration includes oral sex or the insertion of any object into a person's genital or anal openings.~~

~~Consensual sexual penetration involving a person under the age of 16 is criminal sexual conduct.~~

~~Consensual sexual touching involving a person under the age of 13 is criminal sexual conduct, and consensual sexual touching of a person between the ages of 13 and 16 is criminal sexual conduct if the perpetrator is five or more years older than the victim.~~

## Field 13: Hostage

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; 380.1311a NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDHostage
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a four-position field (NNNN).
<b>Dependencies with other fields:</b>	
<b>Programming edits:</b>	<del>None</del> <u>A value must be submitted for this field, or a fatal error will be reported.</u>
<b>Definition:</b>	Indicate the number of incidents <del>where</del> when a person <u>was unlawfully</u> held by another <del>against his/her will</del> on school property <u>or at a school-sponsored activity</u> over the past school year.



## Field 14: ~~Suspected Armed Subject~~ Reserved

Submission date:	<del>June 30</del>
Field use:	<del>Revised School Code, MCL 380.1308; 380.1310a; 380.1311; 380.1313; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151</del>
State of Michigan office contact:	<del>Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293</del>
Field specification:	<del>Four characters, integer</del>
Record position/type:	<del>Integer</del>
Database field name:	<del>SIDCrmSuspArm</del>
SIF tag:	<del>◇</del>
Code/format:	<del>This is a four position field (NNNN).</del>
Dependencies with other fields:	

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**Programming edits:** ~~None. This field must be left blank, or a fatal error will be reported.~~

**Definition:** ~~Indicate the number of incidents when 911 or law enforcement was called when it was believed that a person was armed on school property.~~

**Note:** ~~If the person was actually in possession of a weapon, the incident should be reported under Field 15: Weapons on School Property.~~

## Field 15: Weapons on School Property

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308, 380.1310a; 380.1311; 380.1313; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCrMWepSchProp
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is four-position field (NNNN).

### Dependencies with other fields:

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of incidents over the past school year when a person was in possession of a dangerous weapon anywhere on school property or at a school-sponsored activity, including but not limited to buses, cars, and lockers.

~~The term weapon includes: firearms, bombs, silencers, double edged non folding stabbing instruments, switchblades, blackjacks, slingshots, billy clubs, bludgeons, metallic knuckles, sand clubs, sand bags, laser or stun guns, gas ejecting devices that are not self defense spray devices or any other articles carried or possessed for use as weapons, e.g., a tire iron, or a baseball bat carried for purpose of assault or defense.~~

The term "dangerous weapon" means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, and brass knuckles [MCL 380.1313(4)]. The definition of firearm in section 380.11 refers

to the definition of that term in the federal Gun-Free Schools Act of 1994, which in turn refers to another section of federal law which defines a firearm as:

- Any weapon (including a starter gun) which will, or is designed or may readily be converted to, expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device.

This category should be used when the primary nature or most serious reportable incident is possession of a weapon, not merely incidental to the furtherance of a more serious offense. If the use of a weapon was incidental to some other offense, e.g., robbery, extortion, hostage or homicide, the incident should be reported in that category.

## Field 16: Homicide

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCrmdthHom
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is four-position field (NNNN).
<b>Dependencies with other fields:</b>	
<b>Programming edits:</b>	<del>None</del> <u>A value must be submitted for this field, or a fatal error will be reported.</u>
<b>Definition:</b>	Indicate the number of homicides over the past <u>school</u> year that occurred on school property or <u>at a school-sponsored activity</u> .

## Field 17: Drive-By Shooting

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; 380.1313; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Two characters
<b>Record position/type:</b>	Integer
<b>Database field name:</b>	SIDCrMDrvShoot
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a two-position field (NN).

### Dependencies with other fields:

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of drive-by shootings over the past school year that occurred on school property or at a school-sponsored activity.

## Field 18: Bomb Threat

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; 380.1311a; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCrmbmbThrt
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a four-position field (NNNN).

### Dependencies with other fields:

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of bomb threats over the past school year received by phone, e-mail, fax, Internet or any other verbal or written notice.

## Field 19: Explosion

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; 380.1311a; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCrMExplo
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a four-position field (NNNN).

**Dependencies with other fields:**

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of unlawful explosions over the past school year that occurred on school property or at school-sponsored activity.

## Field 20: Arson

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCrmArsion
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a four-position field (NNNN).

### Dependencies with other fields:

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of incidents of arson over the past school year that occurred on school property or at a school-sponsored activity.

Arson means the willful or intentional damage or attempt to damage any real or personal property by fire or incendiary device. (See MCL 750.71 to 750.80.)



## Field 21: Robbery or Extortion

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCrMRobExtor
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a four-position field (NNNN).

### Dependencies with other fields:

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of incidents of robbery or extortion over the past school year that occurred on school property or at a school-sponsored activity. These are defined as follows:

*Armed Robbery:* The taking of property from a person by force or threat while armed with a weapon or article representing a weapon.

*Unarmed Robbery:* The taking of property from a person by force or threat.

*Extortion:* Threatening another person for the purpose of extorting money or property, or to compel the threatened person to do an act against the threatened person's will.

## Field 22: Unauthorized Removal of Student

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four characters
<b>Record position/type:</b>	Integer
<b>Database field name:</b>	SIDCrMUnauthRemoveStu
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a four-position field (NNNN).
<b>Dependencies with other fields:</b>	
<b>Programming edits:</b>	<del>None</del> <u>A value must be submitted for this field, or a fatal error will be reported.</u>

**Definition:** Indicate the number of incidents over the past school year when a student was removed from school without authorization. Examples may include a teacher, administrator, other staff, other student, or non-legal guardian who removes a student from school property or a school-sponsored activity without prior approval from the appropriate authority.

## Field 23: Threat/Attempt of Suicide

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCrMThrtSuic
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a four-position field (NNNN).
<b>Dependencies with other fields:</b>	

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of incidents over the past school year when an individual threatened or attempted to commit suicide on school property or at a school-sponsored activity. These threats could be in the form of any verbal or written communication, ~~including phone, fax, e-mail or reported conversation.~~

## Field 24: Suicide

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCrmsuicAtmpt
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a four-position field (NNNN).
<b>Dependencies with other fields:</b>	
<b>Programming edits:</b>	<del>None</del> <u>A value must be submitted for this field, or a fatal error will be reported.</u>
<b>Definition:</b>	Indicate the number of incidents over the past school year when an individual committed suicide on school property <u>or at a school-sponsored activity.</u>

## Field 25: Larceny (Theft)

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCrmlarc
<b>SIF tag:</b>	<
<b>Code/format:</b>	This is a four-position field (NNNN).
<b>Dependencies with other fields:</b>	

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of larcenies or thefts that occurred on school property or at a school-sponsored activity over the past school year.

An incident requiring mandatory reporting involves one of the following: theft in excess of \$100 or numerous events of minor theft damage (less than \$100)., or damage motivated by hate or that is gang related.

## Field 26: Illegal Drug Use or Overdose

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024 Leisa Gallagher; 517-241-2293
<b>Field specification:</b>	Four characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCrmlIlDrgOver
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a four-position field (NNNN).
<b>Dependencies with other fields:</b>	
<b>Programming edits:</b>	<del>None</del> <u>A value must be submitted for this field, or a fatal error will be reported.</u>
<b>Definition:</b>	Indicate the number of incidents when 911 or <u>law enforcement</u> <del>the police</del> were called over the past school year as a result of suspected illegal drug use or suspected drug overdose on school property <u>or at a school-sponsored activity.</u>

## Field 27: Minor in Possession of Alcoholic Liquor

**Submission date:** June 30

**Field use:** Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151

**State of Michigan office contact:** Lee Rockafellow; 517-373-7022

**Field specification:** Four characters

**Record type:** Integer

**Database field name:** SIDCrmMnrPoss

**SIF tag:** ◇

**Code/format:** This is a four-position field (NNNN).

### Dependencies with other fields:

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of incidents of a minor in possession of alcoholic liquor or when ~~the police or law enforcement~~ was called as a result of a minor in possession of ~~tobacco~~ alcoholic products on school property or at a school-sponsored activity over the past school year. These are defined as follows:

*Alcoholic Liquor:* Alcoholic liquor includes any beverage containing .05 or more of alcohol by volume (MCL 436.1105). It cannot be possessed by anyone under the age of 21 (Michigan Constitution, Article IV, Section 40 and MCL 436.1703). Beverages with an alcohol content less than .05 by volume, such as non-alcohol beer, cannot be possessed by anyone under the age of 18 (MCL 750.28).

## **Field 28: Minor in Possession of Tobacco Products**

<b>Submission date:</b>	June 30
<b>Field use:</b>	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
<b>State of Michigan office contact:</b>	Lee Rockafellow; 517-373-7022
<b>Field specification:</b>	Four characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDCrMnrPossTob
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a four-position field (NNNN).
<b>Dependencies with other fields:</b>	

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of incidents of a minor in possession of tobacco products on school property or at a school-sponsored activity over the past school year when the police or the result of a minor in possession of tobacco products resulted in a disciplinary sanction.

*Tobacco Products:* It is a misdemeanor for anyone under the age of 18 to possess tobacco products (MCL 722.642). Tobacco products include: cigarettes, cigars, chewing tobacco, tobacco snuff, pipe tobacco, or tobacco in any other form.



## Field 28 29: Bus Incident or Accident

**Submission date:** June 30

**Field use:** Revised School Code, MCL 380.1308; 380.1310a;  
380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC  
7151

**State of Michigan office contact:**

**Field specification:** Four characters

**Record type:** Integer

**Database field name:** SIDCrmBusIncidAcc

**SIF tag:** ◇

**Code/format:** This is a four-position field (NNNN).

**Dependencies with other fields:**

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of dangerous incidents involving school transportation vehicles that occurred during the past school year. During school transportation when safety of the students or staff was a factor or when a bus accident actually occurred over the past year.

Report this field under the central administrative office (00000) or in the school/facility where the central administrative office shares physical space. Report zero "0" in this field for all other schools/facilities.

## Field ~~29~~ 30: Title I Program

**Submission date:** Fall Supplemental Submission

**Field use:** NCLB, 20 USC 6311; 20 USC 6398

**State of Michigan office contact:** MaryAlice Galloway; 517-241-4185

**Field specification:** One character

**Record type:** Character

**Database field name:** SIDTitleIProgram

**SIF tag:** 

**Code/format:** This is a one-position field (N).

**Dependencies with other fields:** Field 31: Title I Instruction in a Schoolwide Program

**Programming edits:** ~~None. For EOY 2006 Bulk Upload Files, this field must be left blank, or a fatal error will be reported.~~

**Definition:** If the school participates in the Title I, Part A program, indicate the level of participation.

- 1 The school is operating a schoolwide program (SWP) for Title I (complete next field).
- 2 The school is operating a targeted-assistance program (TAP) for Title I (complete Field 91: TAS Instructional Services and Field 92: TAS Support Services in the SRSD).
- 3 The school does not participate in a Title I program (default).

## Field 30 31: Title I Instruction in Schoolwide Program (SWP)

**Submission date:** Fall Supplemental Submission

**Field use:** NCLB, 20 USC 6311; 20 USC 6398

**State of Michigan office contact:** MaryAlice Galloway; 517-241-4185

**Field specification:** One character

**Record type:** Character

**Database field name:** SIDTitleInst

**SIF tag:** ◇

**Code/format:** This is a one-position field (N).  
1 School provides instruction in the four core academic areas of reading/language arts, mathematics, science and social studies  
2 School provides instruction in the four core academic areas and English for LEP students  
3 School provides instruction in the four core academic areas and Vocational Career Education  
4 School provides instruction in the four core academic areas and English for LEP students and Vocational Career Education  
5 School does not participate in a Title I schoolwide program

**Dependencies with other fields:** Field 30: Title I Program

**Programming edits:** ~~None~~ For EOY 2006 Bulk Upload Files, this field must be left blank, or a fatal error will be reported.

**Definition:** The facility provides a Title I schoolwide program (SWP). The instruction in the school facility covers six academic subject areas: Reading/Language Arts, English for Limited English Proficient (LEP) students, Mathematics, Science, Social Studies, and Vocational/Career Education. Indicate with the correct code which statement applies.

- 1 The school provides instruction in four academic subject areas.
- 2 The school provides instruction in four academic subject areas and in English for LEP students.
- 3 The school provides instruction in four academic subject areas and in vocational/career education.
- 4 The school provides instruction in all six subject areas.
- 5 The school does not participate in a Title I schoolwide program.

## Field ~~31~~ 32: Migrant Program

**Submission date:** June 30

**Field use:** NCLB, 20 USC 6311; 20 USC 6398

**State of Michigan office contact:** Rachael Moreno, 517-373-4001

**Field specification:** One character

**Record type:** Character

**Database field name:** SIDMEPProgram

**SIF tag:** ◇

**Code/format:** This is a one-position field (N).  
1. School operates a SWP with consolidated migrant funds  
2. School operates a migrant program with non-consolidated funds  
3. School does not operate a migrant program

**Dependencies with other fields:** Field 33: Migrant Project Types

**Programming edits:** This field must have a value, or a fatal error will be reported. If code 3 is reported in this field, code 5 must be reported in Field 33: Migrant Project Types, or a fatal error will be reported.

**Definition:** If the school participates in the Title I, Part C (Migrant) program, indicate the level of participation.

Code

- 1 The school is operating a schoolwide program (SWP) with migrant funds consolidated with other program funds.
- 2 The school is operating a migrant program that does not combine funds with other programs.
- 3 The school does not operate any migrant programs.

## Field ~~32~~ 33: Migrant Project Types

**Submission date:** June 30

**Field use:** NCLB, 20 USC 6311; 20 USC 6398

**State of Michigan office contact:** Rachael Moreno, 517-373-4001

**Field specification:** One character

**Record type:** Character

**Database field name:** SIDMEPTypes

**SIF tag:** ◇

**Code/format:** This is a one-position field (N).  
1 Regular ~~term~~ school year with no extended time  
2 Regular ~~term~~ school year with extended day/week  
3 Summer/intersession ~~term~~ only  
4 ~~Multi-term projects~~ Year-round (regular school year and summer/intersession)  
5 School does not participate in any migrant programs

**Dependencies with other fields:** Field 32: Migrant Program

**Programming edits:** This field must have a value, or a fatal error will be reported. If code 3 is reported in Field 32: Migrant Program, then code 5 must be reported in this field or a fatal error will be reported.

**Definition:** Indicate the type of Title I, Part C (Migrant) program this facility provides.

Code

- 1 Regular ~~term~~ school year with no extended time or summer/intersession
- 2 Regular ~~term~~ school year with extended time with no summer/intersession
- 3 Summer/intersession ~~term~~ only
- 4 ~~Multi-term projects~~ Year-round including regular school year and summer/intersession terms, with or without extended time.
- 5 School does not participate in a Title I, Part C (Migrant) program.

## Field 33 34: Tuition and Fees

<b>Submission date:</b>	June 30
<b>Field use:</b>	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a
<b>State of Michigan office contact:</b>	David Mills; 517-373-4213
<b>Field specification:</b>	Five characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDDualEnrTuFee
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a five-position field (NNNNN).
<b>Dependencies with other fields:</b>	Field 36: 11 <sup>th</sup> Grade Participants Field 38: 12 <sup>th</sup> Grade Participants

**Programming edits:** If a number greater than "0" is reported in Field 36: 11<sup>th</sup> Grade Participants or Field 38: 12<sup>th</sup> Grade Participants, this field must be reported or a fatal error will be reported.

**Definition:** Record the amount of tuition and fees paid for by the district for eligible and participating students. An "eligible student" is a student enrolled in at least one high school class in grades 11 or 12 and is also enrolled in a postsecondary institution during the district's regular academic year.

## Field 34 35: 11<sup>th</sup> Grade Eligible

<b>Submission date:</b>	June 30
<b>Field use:</b>	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a
<b>State of Michigan office contact:</b>	David Mills; 517-373-4213
<b>Field specification:</b>	Three characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDDualEnrElevElig
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a three-position field (NNN).
<b>Dependencies with other fields:</b>	Field 36: 11 <sup>th</sup> Grade Participants

**Programming edits:** This field must have a value greater than or equal to Field 36: 11<sup>th</sup> Grade Participants or a fatal error will be reported.

**Definition:** Record the number of 11<sup>th</sup> grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 11 who has completed all the sections of the 11<sup>th</sup> grade MEAP.



## Field 35 36: 11<sup>th</sup> Grade Participants

<b>Submission date:</b>	June 30
<b>Field use:</b>	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a
<b>State of Michigan office contact:</b>	David Mills; 517-373-4213
<b>Field specification:</b>	Three characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDDualEnrElevPart
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a three-position field (NNN).
<b>Dependencies with other fields:</b>	Field 35: 11 <sup>th</sup> Grade Eligible

**Programming edits:** This field must have a value less than or equal to the value in Field 35: 11<sup>th</sup> Grade Eligible or a fatal error will be reported.

**Definition:** Record the number of participating 11<sup>th</sup> grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 11 who is also enrolled in a postsecondary institution during the district's regular academic year.

## Field 36 37: 12<sup>th</sup> Grade Eligible

<b>Submission date:</b>	June 30
<b>Field use:</b>	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a
<b>State of Michigan office contact:</b>	David Mills; 517-373-4213
<b>Field specification:</b>	Three characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDDualEnrTwelvElig
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a three-position field (NNN).
<b>Dependencies with other fields:</b>	Field 38: 12 <sup>th</sup> Grade Participants

**Programming edits:** This field must have a value greater than or equal to the value submitted in Field 38: 12<sup>th</sup> Grade Participants, or a fatal error will be reported.

**Definition:** Record the number of 12<sup>th</sup> grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 12 who has completed all the sections of the 11<sup>th</sup> grade MEAP.

## Field 37 38: 12<sup>th</sup> Grade Participants

<b>Submission date:</b>	June 30
<b>Field use:</b>	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a
<b>State of Michigan office contact:</b>	David Mills; 517-373-4213
<b>Field specification:</b>	Three characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDDualEnrTwelvPart
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a three-position field (NNN).
<b>Dependencies with other fields:</b>	Field 37: 12 <sup>th</sup> Grade Eligible

**Programming edits:** This field must have a value less than or equal to the value in Field 37: 12<sup>th</sup> Grade Eligible or a fatal error will be reported.

**Definition:** Record the number of participating 12<sup>th</sup> grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 12 who is also enrolled in a postsecondary institution during the district's regular academic year.

## Field 38 39: Postsecondary Courses Paid

**Submission date:** June 30

**Field use:** Postsecondary Enrollment Options Act, MCL 388.513;  
388.514; 388.517; 388.521; State School Aid Act, MCL  
388.1704a

**State of Michigan office contact:** David Mills; 517-373-4213

**Field specification:** Three characters

**Record type:** Integer

**Database field name:** SIDDualEnrPstSecCrsPd

**SIF tag:** ◇

**Code/format:** This is a three-position field (NNN).

**Dependencies with other fields:**

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1).

## Field 39 40: Postsecondary Courses-Postsecondary Credit

<b>Submission date:</b>	June 30
<b>Field use:</b>	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521 State School Aid Act, MCL 388.1704a
<b>State of Michigan office contact:</b>	David Mills; 517-373-4213
<b>Field specification:</b>	Three characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDDualEnrPstSecCrspstSecCred
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a three-position field (NNN).

### Dependencies with other fields:

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that were granted postsecondary credit.

## Field 40 41: Postsecondary Courses-High School Credit

**Submission date:** June 30

**Field use:** Postsecondary Enrollment Options Act, MCL 388.513;  
388.514; 388.517; 388.521; State School Aid Act, MCL  
388.1704a

**State of Michigan office contact:** David Mills; 517-373-4213

**Field specification:** Three integers

**Record type:** Integer

**Database field name:** SIDDualEnrPstSecCrsHiSchCred

**SIF tag:** ◇

**Code/format:** This is a three-position field (NNN).

**Dependencies with other fields:**

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that were granted high school credit.

## Field 41 42: Courses Not Completed

**Submission date:** June 30

**Field use:** Postsecondary Enrollment Options Act, MCL 388.513;  
388.514; 388.517; 388.521; State School Aid Act, MCL  
388.1704a

**State of Michigan office contact:** David Mills; 517-373-4213

**Field specification:** Three characters

**Record type:** Integer

**Database field name:** SIDDualEnrPstSecCrsNotCmplt

**SIF tag:** ◇

**Code/format:** This is a three-position field (NNN).

**Dependencies with other fields:**

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that the students did not complete.

## Field 42 43: Alternative Services for Suspended and Expelled Students

Submission date:	June 30
Field use:	MCL 380.1310
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	One character
Record type:	Character
Database field name:	SIDAltSch
SIF tag:	◇
Code/format:	This is a one-position field (N).

### Dependencies with other fields:

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** This field will indicate the level of acceptance for suspended and expelled students in alternative schools for the **upcoming 2006-2007 school year**. This field must be reported by all schools; however, only alternative schools should select from options 2, 3, 4, 5, 6, 7, or 8. All non-alternative schools should select option 1.

#### Code

- |           |  |
|-----------|--|
| <u>1.</u> | <u>The school does not operate an alternative education program.</u>                   |
| <u>2.</u> | <u>The school does not accept suspended or expelled students.</u>                      |
| <u>3.</u> | <u>The school accepts suspended students from the home district only.</u>              |
| <u>4.</u> | <u>The school accepts expelled students from the home district only.</u>               |
| <u>5.</u> | <u>The school accepts suspended and expelled students from the home district only.</u> |
| <u>6.</u> | <u>The school accepts suspended students from other school districts.</u>              |
| <u>7.</u> | <u>The school accepts expelled students from other school districts.</u>               |
| <u>8.</u> | <u>The school accepts expelled and suspended students from other school districts.</u> |



## Field 43 44: Students Who Are Victims of Violent Criminal Offenses

<b>Submission date:</b>	June 30
<b>Field use:</b>	State Board of Education Unsafe School Choice Option Policy as required by No Child Left Behind
<b>State of Michigan office contact:</b>	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
<b>Field specification:</b>	Three characters
<b>Record type:</b>	Integer
<b>Database field name:</b>	SIDVicVioCrimOff
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a three-position field (NNN).

### Dependencies with other fields:

**Programming edits:** ~~None~~ A value must be submitted for this field, or a fatal error will be reported.

**Definition:** Indicate the number of students who have been victims of violent criminal offenses ~~at on school property or at a school-sponsored activity over the past school year~~. A student shall be considered to be a victim of a violent criminal offense when the student, or his or her parent or legal guardian has made an official written complaint to law enforcement officials and to school officials of the student's school district residence that the student has been the victim of a violent criminal offense that occurred at school.

The written complaint to school officials and law enforcement officials is sufficient. The complaint need not be investigated by a law enforcement agency to be counted. (The student, or his or her parent or legal guardian should provide school officials with the date the alleged incident occurred and the law enforcement agency's complaint or incident number.)

As used in the Statewide Safe School Choice Policy, "violent criminal offense" means an act that constitutes criminal sexual conduct as defined by MCL 750.520b, 750.520c, 750.520d, 750.520e or 750.520g, or other serious assault, constituting a felony violation of MCL 750.81 to 750.90g, or that constitutes an assault and infliction of serious or aggravated injury under MCL 750.81a.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

In the event an act or transaction has multiple complainants (victims), the act should be counted only once. In the event that a student is the complainant of multiple acts that are not part of the same transaction, each act must be counted.

## Glossary

<b>Alcoholic Liquor</b>	<p>Alcoholic liquor includes any beverage containing .05 or more of alcohol by volume (MCL 436.1105). It cannot be possessed by anyone under the age of 21 (Michigan Const., Article IV Section 40). Beverages with alcohol content less than .05 by volume, such as non-alcohol beer, cannot be possessed by anyone under the age of 18 (MCL 436.28).</p> <p><b>257.1d "Alcoholic liquor"</b> defined. Sec. 1d.          "Alcoholic liquor" means any liquid or compound, whether or not medicated, proprietary, patented, and by whatever name called, containing any amount of alcohol including any liquid or compound described in section 105(2) of the Michigan liquor control code of 1998, 1998 PA 58, MCL 436.1105.</p>
<b>Armed Robbery</b>	The taking of property from a person by force or threat while armed with a weapon or article representing a weapon.
<b>Armed Subject, Suspected</b>	An individual who has been suspected of possessing a weapon, but upon investigation of the individual, none was found.
<b>Arson</b>	The willful or intentional damage or attempt to damage any real or personal property by fire or incendiary device. (See MCL 750.71 to 750.80.)
<b>Balanced and Restorative Justice Conferencing (aka Transformative Conferencing)</b>	A transformative conference brings together the people most affected by the wrongdoing: the victim, the offender, and their respective families and/or supporters. The conferencing process gives everyone present an opportunity to discuss what harm has been done, to express how the crime has affected them, and to participate in generating a plan for making things better and/or repairing the harm. The process is run by a trained facilitator, and typically takes from one to three hours.
<b>Bullying</b>	A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.
<b>Criminal Sexual Conduct (CSC)</b>	<p>Sexual penetration involving a person under the age of 16 is criminal sexual conduct. Sexual penetration includes oral sex or the insertion of any object into a person's genital or anal openings.</p> <p>Sexual touching of a person's intimate parts involving a person under the age of 13 is criminal sexual conduct. Sexual touching of a person's intimate parts involving a person aged 13, 14, or 15 is criminal sexual conduct if the actor is five or more years older. A person's intimate parts include the breast, the buttocks, groin, or genital areas and the clothing covering any of these areas.</p> <p><i>Note:</i> With regard to sexual touching between two or more students of at least the age of 13 and under the age of 16, please refer to the local district's Department of Human Services and the local district's policy on cooperating with local law enforcement and the district's Department of Human Services (formerly Family Independence Agency).</p>
<b>Dirk</b>	A long dagger with a straight blade

<b>Disciplinary Referrals</b>	Staff referral that is made to the central administrative office that results in an administrative sanction. Administrative sanctions include but are not limited to: <ul style="list-style-type: none"> <li>• In-school suspension</li> <li>• Detention</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Community service</li> </ul>
<b>Eligible Student</b>	A student enrolled in at least one high school class in grades 11 or 12 and also enrolled in a postsecondary institution during the district's regular academic year.
<b>Extortion</b>	Threatening another person for the purpose of extorting (to obtain from another by coercion or intimidation), money or property, or to compel the threatened person to do an act against the threatened person's will.
<b>Hostage</b>	A person who is unlawfully held
<b>Intruder/Trespasser</b>	An intruder or trespasser is defined as one who enters or remains on a public school campus or facility without authorization and with no lawful purpose.
<b>Unarmed Robbery</b>	The taking of property from a person by force or threat.
<b>Larceny</b>	The unlawful taking and removing of another's personal property with the intent of permanently depriving the owner; theft. Any of several types of theft (as embezzlement or obtaining another's property by false pretenses) that have been traditionally distinguished from larceny.
<b>Physical Assault</b>	A physical assault means intentionally causing or attempting to cause physical harm to another through force or violence as defined in Section 380.1310(3)(b) and 380.1311a (12)(b) of the Michigan Compiled Laws (MCL).
<b>School Property</b>	Any school/facility owned by the district as well as but not limited to buses, cars, and any vehicle or property owned that is not connected to the main campus of the district.
<b>"At School"</b>	In a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. 380.1308(11)(a).
<b>Stiletto</b>	A small dagger with a tapered blade.
<b>Tobacco Products</b>	It is a misdemeanor for anyone under the age of 18 to possess tobacco products (MCL 722.942). Tobacco products include: cigarettes, cigars, chewing tobacco, tobacco snuff, pipe tobacco, or tobacco in any other form.
<b>Transformative Conference</b>	A transformative conference brings together the people most affected by the wrongdoing: the victim, the offender, and their respective families and/or supporters. The conferencing process gives everyone present an opportunity to discuss what harm has been done, to express how the crime has affected them, and to participate in generating a plan for making things better and/or repairing the harm. The process is run by a trained facilitator, and typically takes from one to three hours.
<b>Truancy</b>	If a student is absent without an excuse by the parent/guardian or if the student leaves school or a class without the permission of the

	teacher or administrator in charge, it will be considered to be an unexcused absence and the student shall be considered truant (absent without permission).
<b>Violent Criminal Offense</b>	An act that constitutes criminal sexual conduct as defined by MCL 750.520b, 750.520c, 750.520d, 750.520e or 750.520g, or other serious assault constituting a felony violation of MCL 750.81 to 750.90g, or that constitutes an assault and infliction of serious or aggravated injury under MCL 750.81a.
<b>Vandalism</b>	Willful or malicious destruction of public or private property.
<b>Weapon</b>	<p>The term "dangerous weapon" means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over three inches in length, pocket knife opened by a mechanical device, and brass knuckles [MCL 380.1313(4)]. The definition of firearm in section 380.11 refers to the definition of that term in the federal Gun-Free Schools Act of 1994, which in turn refers to another section of federal law which defines a firearm as:</p> <ul style="list-style-type: none"> <li>• Any weapon (including a starter gun) which will, or is designed or may readily be converted to, expel a projectile by the action of an explosive;</li> <li>• The frame or receiver of any such weapon;</li> <li>• Any firearm muffler or firearm silencer; or</li> <li>• Any destructive device.</li> </ul>